

# 2021-22 School Nutrition Programs Online Contract Manual

Revised June 2021

Department of Public Instruction

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## Contents

2021-22 School Nutrition Programs .....	1
Overview of the Online Contract .....	3
New Agencies .....	3
Entering the Child Nutrition Programs Site .....	4
Navigating the Online Services System .....	6
The Blue Menu Bar .....	6
The Yellow Menu Bar .....	6
Entering the School Nutrition Programs Contract.....	7
Contract Preparer/Enterer Information .....	7
School Food Authority Information .....	8
Part 1: General Information.....	8
Part 2: Addresses and Contacts Numbers .....	9
Part 3: Authority Contacts Information .....	10
Meal Charges, Purchase, and Officials Information .....	10
Part 1: Paid Lunch Equity (PLE) .....	10
Part 2: Vended Meals Agreement or Joint Agreement with another SFA.....	11
Part 3: Indicate Charges.....	12
Part 4: Meal Purchase Information .....	13
Part 5: Officials Information .....	13
Part 6: Claim Preparer Information .....	14
Policy Statement Information (SFA) .....	15
Federal Awards Expended – Private Schools and RCCIs Only.....	16
List of Schools under School Food Authority (Schedule A).....	17
Policy Statement Available (School Specific) .....	23
To Add or Delete a School on Schedule A.....	25
Site Count Mismatch Summary .....	27
Certification.....	27
Troubleshooting and DPI Contacts.....	29
USDA Nondiscrimination Statement.....	30

## Overview of the Online Contract

The Online Contract is an agreement between the School Food Authority (SFA) and DPI. In order for a SFA to participate in the USDA Child Nutrition Programs and any other Wisconsin-offered nutrition programs, the contract must be completed annually and submitted for a Nutrition Program Consultant (NPC) to review and approve. The Online Contract indicates important contact information and in which program(s) the SFA elects to participate. It also allows for the claiming of reimbursable meals for the programs indicated in the Online Contract. The attestation statement is confirmation of the data and agreement to follow the regulations of the Child Nutrition Programs, as outlined in the [Permanent Agreement](#).

The Online contract must be completed and updated by June 11, 2021.

## New Agencies

If you do not have a six-digit agency code provided by the School Nutrition Team at DPI, and this is your first time entering a contract for School Nutrition Programs, please follow these instructions:

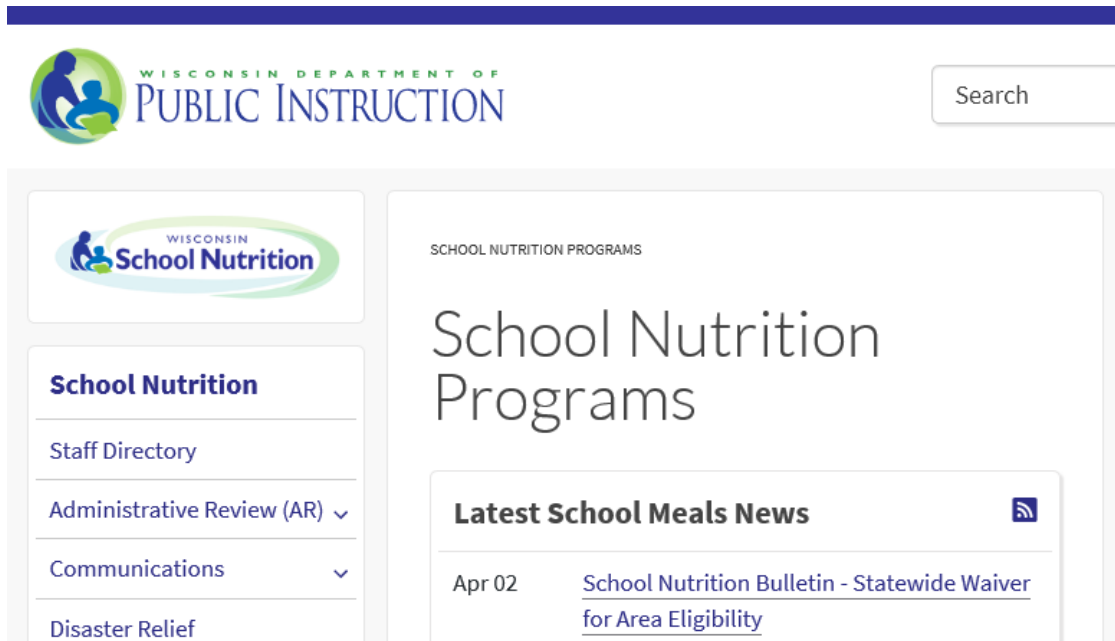
1. New agencies will be contacted by a DPI School Nutrition Team Nutrition Program Consultant (NPC) and provided a *temporary* agency code and a *temporary* password.
2. Follow the instructions in this manual. Use your temporary agency code and the temporary password to log-in.

### Special notes for new agencies:

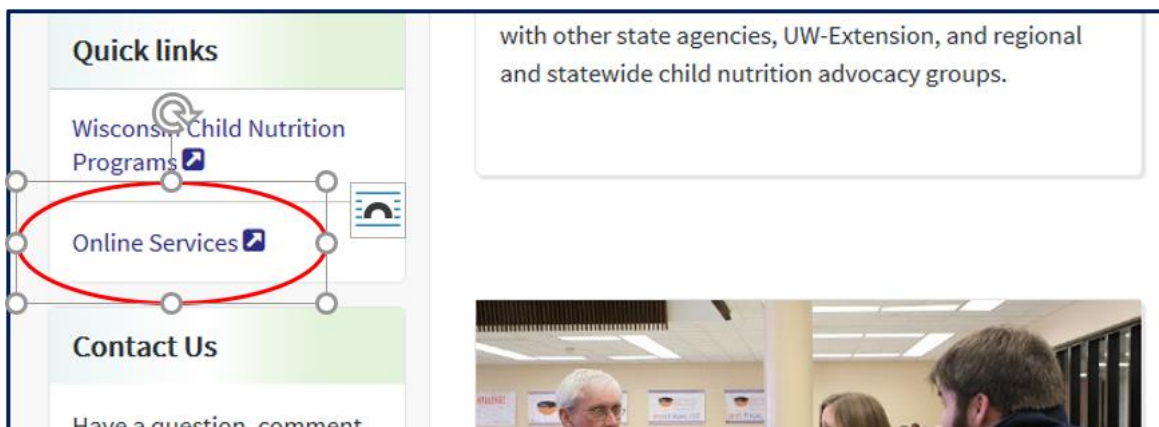
- a. For **Schedule A**, you will need to enter *all* schools in your School Food Authority (SFA) listed in the [Wisconsin School Directory](#).
  - b. If you are a private SFA or a Residential Child Care Institution (RCCI), you will need to complete the **Federal Awards Expended** screen. You will need to know the amount of federal funding you have received under various programs. If you have nothing to report, please enter zeroes (0) and continue.
  - c. If you have questions while entering your contract for the first time, please call the School Nutrition Team at 608-267-9228 and ask for the NPC assigned to your SFA.
3. If you need to make changes to your contract, you may continue to access the site using your temporary agency code and temporary password. Once the NPC starts reviewing your contract, you will not be able to make any changes until it is approved.
  4. Once your contract is approved, you will receive a *permanent* agency code and a *permanent* password. At that point, you will **no longer** be able to use the temporary log-in information. Use your *permanent* log-in information to access the site and view or modify your contract at any time.

## Entering the Child Nutrition Programs Site

1. Go to [dpi.wi.gov/school-nutrition](http://dpi.wi.gov/school-nutrition) for the School Nutrition Programs webpage.



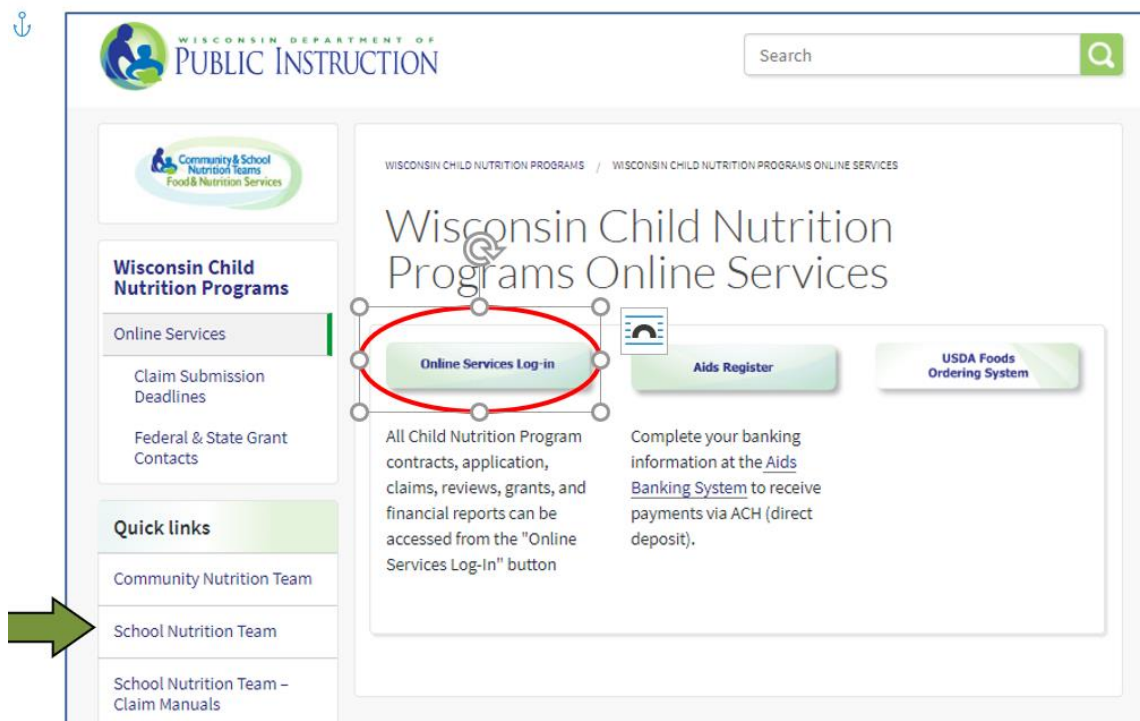
2. Scroll down to **Quick links** on the left navigation bar, click on **“Online Services”** on the left side of the screen.



We suggest bookmarking the [Wisconsin Child Nutrition Programs Online Services page](#).

Online Services is where agencies update their contract, submit claims, submit reports, and access information about their agency.

3. Click on “Online Services Log-in”



4. The Online Services portal **LOG IN** screen will open.

**Note:** Do not bookmark this log-in screen -- please go back to the [Online Services](#) webpage and bookmark that page instead.

5. Enter the **Agency Code** – This is the six-digit agency code.

- Do not use hyphens – use only the numerals in the agency code.
- Do not enter leading zeroes: For example, if your agency code is “012345”, only enter “12345”.

6. Enter the agency-specific **Password**; this is the password assigned to the SFA by DPI for ordering USDA Foods (commodities), claiming reimbursement, and contract purposes. If this password is forgotten, please see the troubleshooting section at the end of this document.

7. Click the “**Submit**” button. (Do not click in the “Reset” button unless the entry fields need to be cleared.)

**Time limit on entering data** – A timer starts from the moment of log-in. If no activity occurs for 30 minutes, an error message will pop up indicating the need to return to the main “Log-In” screen. Any movement on a page at all (such as going from one screen to another or moving to another entry field on the same page) will reset the 30-minute timer.

**The contract is not submitted to DPI until the “I agree to Certification” box is checked and the “Submit Contract” button is clicked on the last screen.** To submit the contract to DPI, click “Continue” through the entire contract, check the “I agree to Certification” box, and click on the “Submit” button at the end. **If the website is closed or the user logs out without clicking “Submit” – the contract will remain open for editing, and DPI will not be able to review or approve it.** Once logged in, a menu of options will appear at the top of the screen.

## Navigating the Online Services System

### The Blue Menu Bar



Click on “School Nutrition Program,” in the blue menu bar.

### The Yellow Menu Bar



1. Click “Contract” in the middle of the yellow menu options. Once clicked, further menu options will appear in the yellow menu bar. Notice that the yellow “Contract” button is now highlighted in a lighter color to show that this is the active page being viewed.

- Click on “Enter-Update Contract” in the yellow menu options to submit a new contract or make modifications and updates to an existing contract.

Please note, you may click on “View Approved Contract” to view and print the current approved contract.

## Entering the School Nutrition Programs Contract

### Contract Preparer/Enterer Information

Completion of this information is required **each time the online contract is accessed**. This helps DPI track changes made to the contract. An email address for the Contract Preparer is required.

**Note:** When entering phone number and phone extensions, do not enter any spaces or symbols (such as -, ( ) or /) in the field. Enter numerals only. If there is no phone extension, leave the field blank.

When you have finished entering the information, click the “**Continue**” button at the bottom of page.

991234 - ABC Test Agency

**[Contract Preparer/Enterer Information]**

Please fill in all requested information. It will be used to contact the agency for any questions regarding the submitted Application.


First Name

Last Name

Phone Number

Extension

Email

 **CONTINUE**

# School Food Authority Information

## Part 1: General Information

To apply for participation in the National School Food and Nutrition Program complete the application along with school(s) information and submit it to DPI.

General Information	
Legal Name of School Food Authority (School Agency)	County
Local Education Area (LEA) #	Congressional District
Estimate No. of Children to be served lunch daily	Type of Governing Body
Do you participate in USDA Foods program	Federal Employer Identification Number
<b>Point of Service Software</b>	
If you utilize a software vendor for point of service, select from the following	
Provide name if "other" is selected	
<b>Free and Reduced Price Meal Application Software</b>	
If you utilize a software for applications, select from the following	
Provide name if "other" is selected	
<b>Select if applicable to your agency (see definition in manual)</b>	
Residential Child Care Institution	
Provision 2 Agency	
2R Charter Agency	
Do you Participate in Community Eligibility Provision	
Is there at least one food service employee within the SFA that is a certified food protection manager (i.e. ServSafe certified or equivalent)?	

1. The "Legal Name of School Food Authority (School Agency)" box may only be changed by DPI. If an agency name change is necessary, please contact the School Nutrition Team at 608-267-9228.
2. A Local Educational Agency's (LEA) number is assigned to each public school. If the agency is a *private SFA* or *RCCI*, enter the LEA number of the public school district where the mailing address is located. You may look up the LEA number in the [DPI Directory](#).
3. If you do not know the Congressional District Number for your SFA, you may look it up on the House of Representatives [Website](#).
4. Point of Service Software - If a software vendor is utilized for the point of service, choose from the list provided. If the software vendor used is not listed, choose "other" and provide the name of your software vendor on the next line.
5. Free and Reduced Price Meal Application Software - If a computer or web-based free and reduced price meal application is used, please select, or enter the name of the vendor of the software system used. If a software vendor is used but the name is not on the list, choose "other" and provide the name of the software vendor on the next line. **If a system is used that identifies eligibility based on data manually entered from a paper application, please select from the drop-down menu, or enter the name of the system used if not listed in the drop-down menu.**
6. Select if applicable to the agency – Click on the drop downs and select "Yes" or "No". Indicate the type of institution here **only** if one of the listed categories applies to the school agency.



- a. **Residential Child Care Institution (RCCI)** is an institution which operates principally for the care of children in a residential setting.
- b. **Provision 2 Agency** is an agency participating in the National School Lunch Program (NSLP) under Section 11 (a) (1), Provision 2 of the Richard B. Russell National School Lunch Act (42 USC 1759A). Under this provision to reduce paperwork, meals are served free to all students and applications to determine free and reduced price meal eligibility are only collected once every four years. Schools participating in the Provision 2 claiming option must obtain approval from DPI.
- c. **Independently Authorized Charter School or Independent Charter Agency** is only those schools chartered (under Wis. Stats. 118.40(2r) or (2x)) by the City of Milwaukee, the chancellor of any institution in the University of Wisconsin (UW)-System, any technical college district board, the Waukesha County Executive, the college of Menominee Nation, the Lac Courte Oreilles Ojibwa Community College, or the UW-System Office of Educational Opportunity.
- d. **Community Eligibility Provision (CEP)** is a four-year reimbursement alternative for high poverty LEAs and schools participating in the NSLP and the School Breakfast Program (SBP). Schools participating in the CEP must obtain approval from DPI. For “Do you Participate in Community Eligibility Provision,” click on the drop-down arrows and select “No, Yes-SFA participates SFA-wide or Yes-site/group-based.”

7. **Is there at least one food service employee within the SFA that is a certified food protection manager?** Select yes or no from the drop-down.

## Part 2: Addresses and Contacts Numbers

Addresses and Contacts Numbers				
<b>School Food Authority Address</b>				
Street Address <input type="text"/>				
City <input type="text"/>	State <input type="text" value="Wisconsin"/>	Zip <input type="text"/>		
Phone <input type="text"/>	Fax <input type="text"/>			
<b>Correspondence Address (Enter Same as street, unless P.O. Box is used)</b>				
Street/P.O. Box No. <input type="text"/>				
City <input type="text"/>	State <input type="text" value="Wisconsin"/>	Zip <input type="text"/>		
Phone <input type="text"/>	Fax <input type="text"/>			

1. Enter the complete street address information for the SFA office location. Use a street address in this field, *not* a P.O. Box. If any address does not have a fax number, leave the “Fax” field blank.
2. Enter the Correspondence Address. **This must be entered**, even if it is the same as the SFA address. A P.O. Box may be entered in this field.

## Part 3: Authority Contacts Information

**Authority Contacts Information**

**Authorized Representative**

Title: Business Administrator

First Name: Last Name:

Work Phone: Extension: Fax:

Business Email:


**Food Service Director**

Title: Food Service Director

First Name: Last Name:

Work Phone: Extension: Fax:

Business Email:

 **CONTINUE**

1. Email field(s) – Enter an email address for both the Authorized Representative and for the Food Service Director.

**Note:** While it is acceptable for the Authorized Representative and Food Service Director to be the same person, it is recommended to enter two different people into this field, so that in the event of a staffing change or other unforeseen circumstance, DPI still has valid contact information for your SFA.

2. When all the fields are completed, click the “Continue” button.

**Note:** If any required information is missing, a “Validation Error” message will appear at the top of the page – the error will list what information is missing.

**Validation Error:- You must correct the following error(s) before proceeding:**

- Residential Child Care Institution is required.
- Provision 2 Agency is required.
- 2R Charter Agency is required.
- Do you Participate in Community Eligibility Provision is required.
- Is there at least one food service employee within the SFA that is a certified food protection manager is required.

## Meal Charges, Purchase, and Officials Information

### Part 1: Paid Lunch Equity (PLE)

Under Section 767, of Division A of the Appropriations Act, for school year 2021-2022, only a SFA that had a negative balance in the nonprofit school food service account as of December 31, 2020 shall be required to establish a price for paid lunches served through the National School Lunch Program (NSLP).

All SFAs **must** complete the [PLE Survey](#) to document the fund balance in the nonprofit school food service account as of December 31, 2020. This must be completed for the contract to be approved.

If the nonprofit school food service account had a negative balance as of December 31, 2020, the PLE Tool is required to be completed to set paid meal prices and uploaded into the contract for review and approval. The SY 2021-22 PLE Tool has not been released as of 5/12/2021. Guidance is forthcoming from USDA regarding the PLE Tool, including SFAs operating SSO.

SFAs that are required to submit the online PLE Tool for SY 2021-22 should save that Excel file in an accessible location on a local computer and upload the PLE Tool into the online contract.

**Paid Lunch Equity (PLE)**  
 Upload a copy of the current school year PLE tool which your SFA used to determine pricing for 2021- 2022 school year. If your SFA is a non-pricing school or participates in CEP district wide, the PLE tool is not required.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
			<a href="#">Upload</a>

1. Click on the “**Upload**” button on the right side of the screen.

[Upload file for Paid Lunch Equity(PLE)]

Click Browse button to select Excel (XLS/XLSX) to upload

Selected File :  [Browse...](#)



2. Click the “**Browse...**” button. This gives you access to your computer folders and documents so you can navigate to the PLE Tool.
3. Select your PLE Tool SY 2021-22 Excel file from your computer.
4. Click “**Open**”.
5. Click “**Upload**”.

Once “Upload” is selected, the screen will return to the Meal Charges, Purchase and Officials Information Page. There, the PLE file will be listed under the File Name.

## Part 2: Vended Meals Agreement or Joint Agreement with another SFA

This is only for agencies that have an existing vended meals agreement or joint agreement with another SFA. This is **not** for the prime vendor agreement or FSMC agreement.

**Important:** To upload the vended meals agreement or joint agreement with another SFA, you must include all documentation in **ONE continuous PDF file**. This file must include the **signed agreement for the SY 2021-2022 along with any attachments, amendments, and the restaurant license**. (If a new document is uploaded, it will override the previous submission, thus, all documents must be resubmitted as one continuous file.)

**Vended Meals Agreement or Joint Agreement**  
 If applicable, upload a copy of vended meals agreement, including any amendments, attachments and restaurant license and scan into [one PDF file](#), and upload it here. For joint agreements, upload the current school year agreement.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
			<a href="#">Upload</a>

1. Click on the “**Upload**” button on the right side of the screen.
2. Click on the “**Browse...**” button. This gives access to the local computer folders and documents. Locate the Vended Meals or Joint Agreement document.
3. Select the PDF file from the local computer.
4. Click “**Open**”.
5. Click on “**Upload**”.

### Part 3: Indicate Charges

#### Indicate Charges

Enter the highest paid meal price charged in the school food authority (SFA) for each column. Enter zeros if your SFA is **district wide** non-pricing, CEP, or Provision 2.

\* Reminder: The adult meal price must be equal to or higher than the sum of the highest student price plus federal and state reimbursements, plus USDA food value, and any extra reimbursements the school receives, such as the performance-based reimbursement of 6 cents and/or the extra 2 cents for schools with 60% or more free and reduced price lunches.

Item	Split-Sess Pre-K	Elementary	Middle/Jr.H.S	Sr.H.S	Reduced	Adult
Lunch		\$ 0	\$ 0	\$ 0	\$ 0	\$ 3.90
Breakfast		\$ 0	\$ 0	\$ 0	\$ 0	\$ 2.35
After School Snack		\$ 0	\$ 0	\$ 0	\$ 0	\$ 1.00
Special Milk Program	\$ .05					

**For SY 2021-22, if your SFA is participating in the Seamless Summer Option (SSO) and not charging for meals, enter 0 (zero) into programs which are operating SSO.**

**For SFAs operating NSLP in SY 2021-22:**

1. Enter the *highest* reimbursable meal charge for each school type.

**Note:** Do not include the \$ sign in the fields.

- a. If the agency does not participate in the listed program or does not charge students for meals, enter a “0” (zero) in those meal charge fields. Even if students are not charged, **an adult meal price must still be entered.**
2. For the *Special Milk Program*, enter only the amount charged to students participating in this program. **Do not enter the amount charged for a la carte milk.**
  3. All SFAs *must* enter an adult price for any program in which they participate Please use the [Wisconsin Adult Meal Pricing Guide to calculate the adult price.](#) **We are awaiting USDA Guidance on how to establish an adult meal price for SFAs who elect SSO in SY 2021-22.** When entering prices, be sure to include any price increase necessary per the PLE tool.

## Part 4: Meal Purchase Information

Meal Purchase Information	
Select Food Service Provider Type	Select FSMC/Vendor/Another School Agency Name
<input checked="" type="radio"/> Self Operated	Self
<input type="radio"/> Food Service Management Company	None
<input type="radio"/> Vendor	None
<input type="radio"/> Purchase meals from another SFA under a Joint Agreement	0 - None
<b>Only one meal purchase type can be selected above. SFAs that operate with more than one of the meal purchase types listed above, please explain here</b>	
<div></div>	

1. For “Food Service Provider Type”, click the correct button for the school.
  - a. If using a “Food Service Management Company” or a “Vendor”, select the name from the drop-down menu. If the vendor or Food Service Management Company (FSMC) is not listed, please contact the School Nutrition Team at 608-267-9228.
  - b. If receiving meals from “Another School Agency Under a Joint Agreement”, select the Agency/Code from the drop-down menu (sorted by Agency Code).
  - c. If the SFA operates with more than one meal purchase type, indicate the other meal purchases options in the box provided.

## Part 5: Officials Information

The following information must be completed by all agencies, except for CEP district wide or RCCIs with residential students (i.e. no day students) only. Enter Name(s)/Titles *[Enter none in each box if you are CEP district wide or RCCIs with Residential Students]*

<b>Determining Official Name - Individual(s) determining eligibility</b>	<b>Hearing Official Name - Not involved in original determination or verification</b>
Title <input type="text" value="Food Service Director"/>	Title <input type="text" value="Operations Manager"/>
First Name <input type="text" value="Lucy"/>	First Name <input type="text" value="John"/>
Last Name <input type="text" value="Appleby"/>	Last Name <input type="text" value="Green"/>
Email <input type="text" value="lucyapp@gmail.com"/>	
Phone Number <input type="text" value="4146783525"/>	
<b>Verifying Official Name - Verifies information, may be determining official</b>	<b>Confirming Official Name - Review applications selected for verification - may not be determining official</b>
Title <input type="text" value="Food Service Director"/>	Title <input type="text" value="Operations Director"/>
First Name <input type="text" value="Lucy"/>	First Name <input type="text" value="Jessica"/>
Last Name <input type="text" value="Appleby"/>	Last Name <input type="text" value="Weber"/>
Email <input type="text" value="lucyapp@gmail.com"/>	
Phone Number <input type="text" value="4146783525"/>	

Claim Preparer Information
Claim Official Title <input type="text" value="Food Service Director"/>
Claim Official First Name <input type="text" value="Lucy"/>
Claim Official Last Name <input type="text" value="Appleby"/>
Claim Official Email <input type="text" value="lucyapp@gmail.com"/>
Phone Number <input type="text" value="4146783525"/>

Enter the name, title, email address and phone number of the SFA representative assigned to each of the following responsibilities.

**Note:** SFAs that participate in CEP district wide and RCCIs with only residential students (who reside at the RCCI) will not need to identify these officials and should enter “none” for each official. RCCIs with day students (those who attend school for the day but do not reside at the RCCI) will need to enter names for all listed officials.

Type of Official	Description of Duties
<b>Determining Official</b>	Reviews the initial free/reduced price meals applications, determines if the students are eligible for free or reduced price meals, and notifies the household of the determination.
<b>Verifying Official</b>	Conducts the verification process including the selection of applications, notification of selection for verification, examination of materials submitted and notification of the results. The Verification Official must also submit the Verification Collection Report to DPI. The Verifying Official <b>may</b> be the Determining Official.
<b>Hearing Official</b>	May be called upon to hear possible complaints or appeals on application determination or verification process results and possible discrimination in the operations of the program. The Hearing Official <b>should not</b> be a subordinate of the person serving as either the Determining Official or the Verifying Official. The Hearing Official <b>may not be</b> the same person as the Determining Official or the Verifying Official or the Confirming Official.
<b>Confirming Official</b>	Conducts a review of the information on the applications selected for verification to confirm that the correct determination of eligibility was initially made. If necessary, this person corrects the eligibility determination prior to completing the verification process. The Confirming Official <b>may not be</b> the same as the Hearing Official or the Determining Official.

## Part 6: Claim Preparer Information


**Claim Preparer Information**

Title

First Name

Last Name

Email

 CONTINUE

The **Claim Preparer** is the person primarily responsible for submitting monthly claims.

1. Click the “Continue” button.

## Policy Statement Information (SFA)

Policy Statement Information	
<p>Enter information about each program provided in one or more schools in the SFA. For all programs in which the SFA does not participate, select "Not in Program". Program Start and End Dates are the first and last date the program is offered to students. If any schools in the SFA participate in state-funded programs, such as the Wisconsin School Day Milk Program or the Elderly Nutrition Program, enter that information on the Schedule "A" for that school.</p>	
<b>National School Lunch Program</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
Total Schools Serving Lunch	<input type="text"/>
<b>School Breakfast Program</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
Total Schools Serving Breakfast	<input type="text"/> [Do not include Severe Need Breakfast sites]
<b>Severe Need Breakfast Program</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input checked="" type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
Total Schools Serving Breakfast	<input type="text"/> [Severe need request for each site must be reported on Schedule A]

<b>After School Snack</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input checked="" type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
Total Schools Serving Snacks	<input type="text"/>
<b>Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
Total Schools Serving Milk	<input type="text"/>
Type of plan for providing milk to split-session kindergarten and pre-kindergarten students.	
Select Milk Plan	<input type="text"/>

 CONTINUE

1. Enter information about each program provided in one or more schools within the SFA.
2. Select the Meal Accountability System type from the drop-down. **If the agency is operating SSO, select the current '21-'22 Meal Accountability System under SSO operations.** If Other is selected, describe.
3. For all programs in which the SFA does not participate, select "Not in Program" under the "Meal Accountability System".
4. If more than one "Money Collection Procedure" is used in the SFA, check all the boxes that apply. **If agency is operating SSO, select non-pricing as one of the procedures.**
5. "Program Start and End Dates" are the first and last dates that the program is offered to students. **Please remember to extend the end date to include the Seamless Summer Option or NSLP if your SFA intends to serve meals into the summer (for summer school).** SFAs will be unable to claim reimbursement for operating days outside the contract's start and end dates.

**Note:** The program start date should be the date that the first meal (or snack) is served on or after July 1, 2021. The end date should be the date the last meal (or snack) is served on or before June 30, 2022.

5. If one or more schools in the SFA participate in state-funded programs, such as the Wisconsin School Day Milk Program or the Elderly Nutrition Program, enter that information on the Schedule A for that school.
6. Once all information is entered, click the "**Continue**" button at the bottom of the screen.

## Federal Awards Expended – Private Schools and RCCIs Only

**Note:** This page will appear *only* for **private schools and RCCIs**. Public schools must submit annual audits to DPI and therefore are not required to complete this. See *Sample Screen 10*, below.

Screen shot of

List Amount Expended in Federal programs for **Fiscal Year 2019 - 2020** for which your agency receives funding.

*Enter \$ amount with no commas. Only a single decimal point is allowed.*

CFDA*	Name of Federal Program	Amount Expended (\$)
10.555	National School Lunch Program (Incl. After School Snack)	51828.51
10.553	School Breakfast Program	6597.87
10.556	Special Milk Program	0
10.550	Food Distribution Program (Commodities)	24529.16
10.558	Child and Adult Care Program (Meal + Cash in Lieu Amt.)	27182.17
		0
		0
		0
<b>Total Federal Awards Expended</b>		110137.71
<b>Enter EIN Number</b>		0



1. SFAs must report all sources of federal funds for the second preceding school year. **(For the SY 2021-22 contract, this will be the information from the SY 2019-20.)** Enter financial data in the **“Amount Expended”** field(s) below. Reimbursement received from DPI for the NSLP, SBP, SMP, USDA Foods, and CACFP from the second preceding fiscal year should already be included. Federal nutrition grants (see #4, below) are not automatically calculated. If the SFA did not participate in these programs in the second preceding school year, these amounts should be “0”.
2. Do not change the amounts that are automatically entered for the NSLP, SBP, USDA Foods Distribution Program (Commodities), and SMP. **Do not delete these lines**, even if a new agency and did not receive federal funds in the second preceding school year.
3. Enter any other sources of federal funds. This includes any Federal school nutrition grants (such as the Fresh Fruit and Vegetable Grant or the USDA Equipment Grant). Enter the CFDA number for any additional federal funding that you received.
4. If you did not receive any funding for a particular program, enter “0” in the amount column. Do not delete the CFDA number or the Name of Federal Program.
5. Once all information is entered, click the **“Continue”** button.

## List of Schools under School Food Authority (Schedule A)

This screen lists all the existing schools under the SFA Contract.



Each school name listed on Schedule A, and the information about the school, should match what is listed in the current [Wisconsin School Directory](#). Please note, when operating under SSO, any non-school meal service location added to allow non-congregate feeding, will be included on the SSO Application, not this Online Contract.

1. If this is a new SFA, there will be no schools listed here. All schools in the SFA will need information entered, by site. Click on “New Record” to add schools and for instructions on how to enter a new school, see section “To add or delete a school”.

Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific “Policy Statement” and “Delete this School” options, refer to the SNT Contract Manual found on the SNT website.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the “Submit Contract” button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
<b>856 - Test Elementary</b>	Policy Statement Available				Delete
321 Small Road Small City WI 53221	Lunch Participation [In Program]	No	No	No	Prep
Type: Elementary/Sec Combined	Breakfast Participation [Not In Program]				
Alternate Meal Service Locations: No					
Grade: KG To 08	After School Snack [Not In Program]				
CEP: NO Cycle Yr. 0	Participate in CEP as []				

- a. Review each school’s information by clicking the bold school name (for example above, click on **“Test Elementary”**).

- b. Once clicked on school name, the “School Schedule A” screen opens to enter or change any information for that school.

The screenshot shows a web form titled "School Schedule 'A' Information". Below the title is a sub-header "School General Information: Enter numbers like Zip, Phone without hyphen or dashes." The form contains several input fields: "School Name" with the value "Test Elementary", "School Is" with a dropdown menu showing "Other ( A school not designated as Charter or Choice)", "School Type" with a dropdown menu showing "Elementary School", "From:" with a dropdown menu showing "4-year-old Kindergarten", "To" with a dropdown menu showing "Eighth Grade", "Street/Box No." with the value "321 Small Road", "City" with the value "Small City", "State" with a dropdown menu showing "Wisconsin", and "Zip" with the value "54321". At the bottom, there is a checkbox labeled "Does this site operate under an Alternate School Food Authority Agreement" which is currently unchecked.

2. The School Name, school type, grade grouping, and address must match the [Wisconsin School Directory](#) exactly. If the information in the Wisconsin School Directory is out-of-date, please consult with the person at your SFA who updates WISEdata.
3. **Does this site operate under an Alternate School Food Authority Agreement?**  
If a school listed on Schedule A is operating under an Alternate School Food Authority Agreement, select “yes” from the dropdown. This means that a school that is under a different legal entity (Federal Employer Identification Number) is operating as a site on this SFA’s contract and does not have its own contract.

The site listed as operating under an Alternate School Food Authority Agreement has waived its right to program reimbursement and given authority to run their programs to another SFA. Typically, this is a small, private school operating under a public school that has agreed to assist with the administration of the program. For more information, please see the [Alternate School Food Authority Agreement](#) website. There is a [Alternate SFA Agreement Template](#) available if needed.

The screenshot shows a dropdown menu titled "Alternate School Food Authority Agreement". The dropdown is open, showing the option "No" selected.

- a. Select “yes” or “no” from the drop-down.

The screenshot shows the same dropdown menu as above, but now the option "Yes" is selected. To the right of the dropdown, there is a button labeled "Upload" which is circled in red.

**Note: New this year,** an annual signed agreement is required for contract renewal and must be uploaded into the online contract.

**National School Lunch Program**

Participation In Program

---

**School Breakfast Program** [This site qualifies for Severe Need Breakfast, based on second preceding year NSLP Free/Reduced claim data]

Participation Not In Program

Breakfast Type Severe Need Breakfast

Breakfast Model

☒ Traditional
 ☐ Mid-morning Breakfast
 ☐ Breakfast in Classroom  
☒ Elimination of Reduced Price
 ☐ Grab n Go
 ☐ Universal Free

**[Severe Need Breakfast Qualification.** A school may qualify for Severe Need Breakfast if 40% or more of the lunches served in the 2nd preceding year were at the free or reduced price. Community Eligibility Provision (CEP) schools are approved based on the Individual School Identified Student Percentage from the 2nd preceding year  $\times 1.6 \geq 40\%$ . The following data has been automatically pulled from lunch claims submitted for this school in the 2nd preceding year. **DO NOT modify or change the following data, unless discussed with the Nutrition Program Consultant assigned to your contract.]**

- Review and update the current information for the selected school. If the school does not offer a listed program, select **“Not in Program”** from the drop-down choices in the Menu Option menu.

### School Breakfast Program – Breakfast Type

- There are two options for breakfast, Severe Need Breakfast and Non-Severe Need Breakfast. Severe Need Breakfast has a higher reimbursement rate. A school may qualify for Severe Need Breakfast if 40% or more lunches served in the second preceding year were at the free or reduced price. Community Eligibility Provision (CEP) schools are approved based on the Individual School Identified Student Percentage from the second preceding year  $\times 1.6 \geq 40\%$ .
- The **lunch** meal count numbers will prepopulate. Remember that qualifying counts are obtained from **lunches** served in the second preceding school year. For example: for SY 2021-22, **lunch** counts from SY 2019-20 will prepopulate for each school. **Do not modify these counts, unless discussed with the Nutrition Program Consultant assigned to your review.**

**School Breakfast Program** [This site qualifies for Severe Need Breakfast, based on second preceding year NSLP Free/Reduced claim data]

Participation In Program

Breakfast Type Severe Need Breakfast

Breakfast Model

☒ Traditional
 ☐ Mid-morning Breakfast
 ☐ Breakfast in Classroom  
☒ Elimination of Reduced Price
 ☐ Grab n Go
 ☐ Universal Free

**[Severe Need Breakfast Qualification.** A school may qualify for Severe Need Breakfast if 40% or more of the lunches served in the 2nd preceding year were at the free or reduced price. Community Eligibility Provision (CEP) schools are approved based on the Individual School Identified Student Percentage from the 2nd preceding year  $\times 1.6 \geq 40\%$ . The following data has been automatically pulled from lunch claims submitted for this school in the 2nd preceding year. **DO NOT modify or change the following data, unless discussed with the Nutrition Program Consultant assigned to your contract.]**

Reset Using Lunch Claim Info

(a) Total Free Lunches Claimed	13196	For SY 2019 - 2020
(b) Total Reduced Lunches Claimed	1390	For SY 2019 - 2020
(c) Total Paid Lunches Claimed	16172	For SY 2019 - 2020
(d) Total Free + Reduced	14586	For SY 2019 - 2020
(e) Total Free + Reduced + Paid	30758	For SY 2019 - 2020
(f) Annual Percentage (d/e * 100)	47.42	For SY 2019 - 2020

**Note:** The total number of regular breakfast sites and severe-need breakfast sites must equal the number of sites indicated on the SFA “Policy Statement.”

- a. **Breakfast Model:** Please select all breakfast models used in the school building. Traditional is defined as breakfast that is served in the cafeteria before the start of the school day. Please see the [School Breakfast Program Website](#) for more information. This information is *required* for all schools participating in the School Breakfast Program.
- b. **IMPORTANT:** If the site newly qualifies for Severe Need Breakfast, but this option has not been selected, a message in red will appear to alert the SFA this site qualifies based on SY 2019-20 lunch claim data. If this is the case, the SFA will need to change the drop-down to “Severe Need Breakfast.”
- c. **NEW:** If no numbers appear in the lunches claimed column, click “Reset Using Lunch Claim Info” on top of column.
- d. For SFAs operating SSO in SY 2021-22, the Severe Need Breakfast reimbursement rates will not apply, as the higher SFSP reimbursement rate will be paid. Select the breakfast option for which the site qualifies when completing the SY 2021-22 contract.

## 5. Other Programs Offered:

### Other Programs Participation

Afterschool Snack Program	Not Area Eligible
Special Milk	Program Offered
Elderly Nutrition Program	Not In Program
Wisconsin School Day Milk	Not In Program
Fresh Fruit Vegetable Program	Not Applied

### Other Programs Participation

Afterschool Snack Program	Area Eligible (50% or over approved for free or reduced price)
Special Milk	Program Offered
Elderly Nutrition Program	Not In Program
Wisconsin School Day Milk	Not In Program
Fresh Fruit Vegetable Program	Not Applied

- a. If this school participates in the **Afterschool Snack Program**, “Not Area eligible” or “Area Eligible (50% or over approved for free and reduced price)” must be selected from the drop-down menu.  
For SY 2021-22, Afterschool Snacks may be provided and claimed at the free reimbursement rate as area eligibility has been waived, but the actual Afterschool Snack Program site qualification must be selected from the drop-down. Therefore, when Area Eligible is selected, the site must truly be over 50% approved for free and reduced. If the site is not over 50% approved for free and reduced, “Not Area Eligible” is selected, but still claimed at the free rate.
  - b. If this school participates in **Special Milk, Elderly Nutrition, or Wisconsin School Day Milk Program**, please select “Program Offered” from the drop-down menu.
  - c. If this school participates in **Fresh Fruit and Vegetable Program**, select “Applied” from the drop-down menu.
6. **Meal Preparation and Food Safety Inspection:** Use the drop down and select “Preparation” if meals are prepared at this site; select “Satellite,” if meals are prepared off site and delivered to this site. If this site does not participate in programs, for Site Type, select “Satellite”; for Food Safety Program Review #, select “Meals Not Served”.

**Meal Preparation and Food Safety Inspection**

Site Type	Preparation ▼
Food Safety Program Reviews #	Two Inspection ▼ Provide No. of Food Safety Program Reviews Occured Last Year

**Note:** Each year, regulations require schools participating in the school lunch or breakfast program to have two food safety inspections. Per DPI protocol, one of these inspections may include a review of your food safety plan by an environmental health specialist from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) or the local (county or city) health department. Environmental Health Specialists must be physically present at the school and issue the agency a copy of the report. If the SFA is not receiving the required number of inspections at each school, a written request for two inspections should be submitted to the local regulatory authority.

- a. For DPI to meet USDA reporting requirements, the agency must report the number of food safety inspections conducted at each meal preparation and/or serving location on an annual basis. Use the drop-down arrow to report the number of inspections for each individual school page of Schedule A.
  - b. If this school site is at the same physical serving address as another school site, select “meals not served” from the drop-down because each physical serving site receives inspections.
7. **Federal Nutrition Standards and Meal Pattern Certification:** SFAs must attest that the participating Child Nutrition Programs at each site are following the USDA meal pattern for both breakfast and lunch for the current school year by selecting “Yes”.

<b>Federal Nutrition Standards and Meal Pattern Certification</b>	
This site attests to meeting the revised Federal Nutrition Standards and Meal Pattern regulations for the National School Lunch and School Breakfast Programs as required by the Federal Healthy, Hunger-Free Kids Act of 2010 for the current school year. <input checked="" type="radio"/> Yes <input type="radio"/> No	

8. **Meal Service provided at Alternative Locations:** Does this school claim meals, milk, and/or afterschool snacks which are served at a location with a different address than the location of this school?

<b>Meal Service provided at Alternative Locations</b>	
Does this school claim meals, milk, and/or afterschool snacks which are served at a location with a different address than main school building (Examples: this school serves at two buildings with different mailing addresses, serves at offsite alternate education programs, or afterschool snack is served at an offsite community location)? <input checked="" type="radio"/> Yes <input type="radio"/> No	

Examples include:

- **Separate school building**  
This school is made up of multiple buildings located at different addresses with separate meal serving locations. List the other school building location(s) that serve meals, milk, and/or snack.
- **Alternate education program site**  
Students eat meals at alternate education program sites with different addresses from where they are enrolled. DPI has not assigned these alternative education programs a school code.
- **Offsite Community Program**  
Afterschool snacks are served in a community location, such as the Boys and Girls Club. The afterschool snack site is located within the attendance area of this school, so these

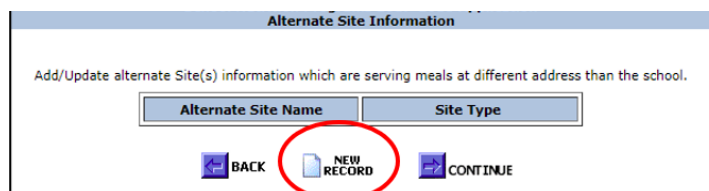


snacks are claimed at this school.

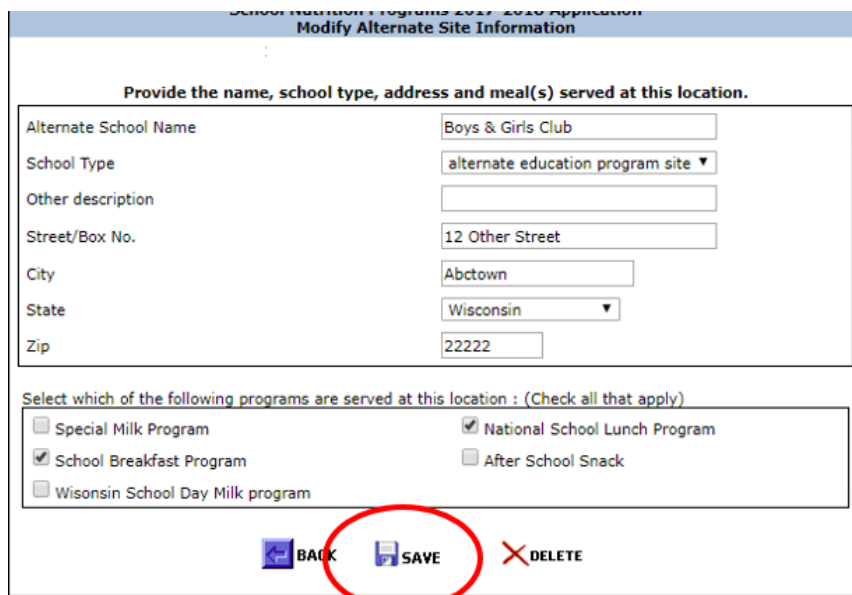
For SFAs operating SSO, DO NOT include any meal service sites that are unique to operating under SSO in SY 2021-22. E.g., non-school meal service locations to accommodate non-congregate feeding. These sites will be included on the SSO Application.

If click “No”, click “**SAVE**” at the bottom of the screen, and **go to** School Specific Policy Statement page

If click “Yes” click “**SAVE**” and a pop up for “**New Record**” will appear. Complete this for Alternate Meal Service Locations.



Complete the information for this alternate meal service location and click “**SAVE**”.



Click “**New Record**” to add more alternative meal locations or click “**Continue**” which will return to Schedule A. Click “Back” to correct any errors.



9. Once all Alternate Meal Locations are entered, click the “**CONTINUE**” button to return to the “Schedule A” screen.

10. **Community Eligibility Provision Participation:** If the SFA is participating in CEP SFA-wide, the system will automatically indicate CEP participation on every school on Schedule A. If participating as an individual site or group of schools, on Schedule A it will need to be indicated which schools are participating in CEP. Also select the group number.

**Community Eligibility Provision Participation (CEP)**

Does this site participate in CEP ☒ Yes ☐ No

Site Participating as  If Group is Selected, select the group number for this Site



BACK



SAVE



DELETE

## Policy Statement Available (School Specific)

The Policy Statement for each school must be updated every year.

List of Schools Under School Food Authority (Schedule "A")						
<p>Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific "Policy Statement" and "Delete this School" options, refer to the SNT Contract Manual found on the SNT website.</p> <p>Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the "Submit Contract" button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.</p>						
School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site	
<b>Test Elementary</b>	<b>Policy Statement Available - Require Update</b>					Delete
321 Small Road Small City WI 54321 <b>Type:</b> High School <b>Grade Level</b> From: <b>09</b> To <b>12</b> CEP: <b>N0</b> Cycle Yr. <b>0</b>	Lunch Participation [In Program] Breakfast Participation [Not In Program] After School Snack [Not In Program] Participate in CEP as []	No	No	No	Satellite	
<div> NEW RECORD  CONTINUE</div>						

To enter Policy Statement information for each school, click on the **"Policy Statement Available"** link. If there is already existing School Specific Policy Statement information, the link will say **"Policy Statement Available-Requires Update"**.

**School Nutrition Programs 2021-2022 Application**  
**School Specific Policy Statement Information**

**1433 - Test Elementary**

**Policy Statement will be applied to the specific school building under the school food authority.**

---

**National School Lunch Program**

Meal Accountability System

Describe, If Other

Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)

Program Start Date / /  [MM/DD/YYYY] Program End Date / /  [MM/DD/YYYY]

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**School Breakfast Program**

Meal Accountability System

Describe, If Other

Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)

Program Start Date / /  [MM/DD/YYYY] Program End Date / /  [MM/DD/YYYY]

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**Severe Need Breakfast Program**

Meal Accountability System

Describe, If Other

---

**Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)**

Meal Accountability System

Describe, If Other




Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)

Program Start Date / /  [MM/DD/YYYY] Program End Date / /  [MM/DD/YYYY]

Type of plan for providing milk to split-session kindergarten and pre-kindergarten students.

Select Milk Plan

 BACK
  SAVE
  DELETE

1. Enter the meal accountability system for *every program* at *each site* on the School-Specific Policy Statement. Enter this information even if the same meal accountability system is used at all locations. **If the school is operating SSO, select the current '21-'22 Meal Accountability System under SSO operations.** If Other is selected, describe.
2. Enter the money collection procedure. **If agency is operating SSO, select non-pricing as one of the procedures.**
3. Enter the program start and end dates for *every program* at *each site* that is part of the SFA. Complete the school-specific Policy Statement for each school that is listed on Schedule "A," *even if* all sites or all programs have the same start and end dates. The program start date should be the date the first meal (or snack) is served on or after July 1, 2021 and the end date should be the date the last meal is served, on or before June 30, 2022.
4. After entering all data, click the **"Save"** button to save changes for this individual school.
5. Return to the "Schedule A" screen.



## To Add or Delete a School on Schedule A

Each school name listed on Schedule A, and the information about the school, should match what is listed in the current [Wisconsin School Directory](#) published by DPI.

If a school is listed on the Wisconsin Directory, it should be listed on Schedule A of the contract. If a school does not participate in the USDA Child Nutrition Program, select “Not in Program” from the drop-down menus for each program.

**School General Information:** Enter numbers like Zip, Phone without hyphen or dashes.

School Name	<input type="text" value="Test"/>	School Is	<input type="text" value="Other ( A school not designated as Charter or Choice)"/>		
School Type	<input type="text" value="Elementary School"/>	From:	<input type="text" value="Special Ed for age 3 through 5"/>	To	<input type="text" value="Fifth Grade"/>
Street/Box No.	<input type="text" value="Main Street"/>	City	<input type="text" value="Anywhere"/>	State	<input type="text" value="Wisconsin"/>
				Zip	<input type="text" value="53185"/>

### Alternate School Food Authority Agreement

Does this site operate under an Alternate School Food Authority Agreement

### National School Lunch Program

Participation

### School Breakfast Program [This site qualifies for Severe Need Breakfast, based on second preceding year NSLP Free/Reduced claim data]

Participation	<input type="text" value="Not In Program"/>																				
Breakfast Type	<input type="text" value="Non-severe Need Breakfast"/>																				
Breakfast Model	<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Mid-morning Breakfast	<input type="checkbox"/> Breakfast in Classroom																		
	<input checked="" type="checkbox"/> Elimination of Reduced Price	<input type="checkbox"/> Grab n Go	<input type="checkbox"/> Universal Free																		
<p><b>[Severe Need Breakfast Qualification.</b> A school may qualify for Severe Need Breakfast if 40% or more of the lunches served in the 2nd preceding year were at the free or reduced price. Community Eligibility Provision (CEP) schools are approved based on the Individual School Identified Student Percentage from the 2nd preceding year <math>\times 1.6 \geq 40\%</math>. The following data has been automatically pulled from lunch claims submitted for this school in the 2nd preceding year. <b>DO NOT modify or change the following data, unless discussed with the Nutrition Program Consultant assigned to your contract.</b></p> <p style="text-align: center;"><a href="#">Reset Using Lunch Claim Info</a></p> <table><tr><td>(a) Total Free Lunches Claimed</td><td><input type="text" value="0"/></td><td>For SY <b>2019 - 2020</b></td></tr><tr><td>(b) Total Reduced Lunches Claimed</td><td><input type="text" value="0"/></td><td>For SY <b>2019 - 2020</b></td></tr><tr><td>(c) Total Paid Lunches Claimed</td><td><input type="text" value="0"/></td><td>For SY <b>2019 - 2020</b></td></tr><tr><td>(d) Total Free + Reduced</td><td><input type="text" value="0"/></td><td>For SY <b>2019 - 2020</b></td></tr><tr><td>(e) Total Free + Reduced + Paid</td><td><input type="text" value="0"/></td><td>For SY <b>2019 - 2020</b></td></tr><tr><td>(f) Annual Percentage (d/e * 100)</td><td><input type="text" value="0.0"/></td><td>For SY <b>2019 - 2020</b></td></tr></table>				(a) Total Free Lunches Claimed	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>	(b) Total Reduced Lunches Claimed	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>	(c) Total Paid Lunches Claimed	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>	(d) Total Free + Reduced	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>	(e) Total Free + Reduced + Paid	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>	(f) Annual Percentage (d/e * 100)	<input type="text" value="0.0"/>	For SY <b>2019 - 2020</b>
(a) Total Free Lunches Claimed	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>																			
(b) Total Reduced Lunches Claimed	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>																			
(c) Total Paid Lunches Claimed	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>																			
(d) Total Free + Reduced	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>																			
(e) Total Free + Reduced + Paid	<input type="text" value="0"/>	For SY <b>2019 - 2020</b>																			
(f) Annual Percentage (d/e * 100)	<input type="text" value="0.0"/>	For SY <b>2019 - 2020</b>																			

### Other Programs Participation

Afterschool Snack Program	<input type="text" value="Not In Program"/>
Special Milk	<input type="text" value="Not In Program"/>
Elderly Nutrition Program	<input type="text" value="Not In Program"/>
Wisconsin School Day Milk	<input type="text" value="Not In Program"/>
Fresh Fruit Vegetable Program	<input type="text" value="Not Applied"/>

### Meal Preparation and Food Safety Inspection

Site Type

Food Safety Program Reviews #  Provide No. of Food Safety Program Reviews Occured Last Year

### Federal Nutrition Standards and Meal Pattern Certification

This site attests to meeting the revised Federal Nutrition Standards and Meal Pattern regulations for the National School Lunch and School Breakfast Programs as required by the Federal Healthy, Hunger-Free Kids Act of 2010 for the current school year. ☒ Yes ☐ No

### Meal Service provided at Alternative Locations

Does this school claim meals, milk, and/or afterschool snacks which are served at a location with a different address than main school building (Examples: this school serves at two buildings with different mailing addresses, serves at offsite alternate education programs, or afterschool snack is served at an offsite community location)? ☒ No ☐ Yes





1. To delete a school
  - a. Open the school-specific Schedule A information by **clicking on the name of the school** hyperlink.
  - b. For “Does this site operate under an Alternate School Food Authority Agreement”, select “**No**” from the drop down.
  - c. Select **Not in Program** from the drop-down menus for all programs.
  - d. For “Alternate meal service location”, select the “**No**” button.
  - e. Click “**Save**”.
  - f. Click on the **name of the school** to return to School Specific Information page.
  - g. Scroll down and click “**Delete**” at the bottom of the page.
2. Confirm the school has been deleted on the list of schools on Schedule A.

**Important:** If a school is mistakenly deleted, back out of Schedule A without saving. If the school is still mistakenly deleted, immediately contact the School Nutrition Team at [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) or 608-267-9228 for assistance.

3. To add a new school to Schedule A:
  - a. Click “**New Record**”. This should only be used to add schools not already listed on Schedule A. Enter data in “**Add New School Schedule A Information**” for each new school as you did for the other schools in the list (Return to Schedule A). **Reminder:** Schools not participating in the NSLP must be entered, and “Not in Program” can be selected from the drop down.
  - b. Click “**Save**” to return to the list of schools.

Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific “Policy Statement” and “Delete this School” options, refer to the SNT Contract Manual found on the SNT website.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the “Submit Contract” button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
 					

**Add New School Schedule "A" Information**

**School General Information:** Enter numbers like Zip, Phone without hyphen or dashes.

School Name	School Is Other ( A school not designated as Charter or Choice) ▼				
School Type Unknown ▼	From: Infants (under 12 months) ▼	To: Infants (under 12 months) ▼			
Street/Box No.	City	State Alabama ▼	Zip		
Does this site operate under an Alternate School Food Authority Agreement ▼					

4. Click on the “**Policy Statement**” and complete the information for this new school. The school code will default to “0” until it is entered by a DPI Consultant.

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
<b>0 - Test Elementary</b>					<a href="#">Delete</a>
321 Small Road Small City WI 53222 <b>Type:</b> Elementary School <b>Alternate Meal Service Locations:</b> No <b>Grade:</b> KG To 08 <b>CEP:</b> NO Cycle Yr. 0	Lunch Participation [In Program] Breakfast Participation [In Program] After School Snack [Not Area Eligible] Participate in CEP as [1]	No	No	No	Prep




5. Click “Continue” when finished updating, adding, or deleting schools on Schedule A.


## Site Count Mismatch Summary

1. The total number of schools reported for each program offered on the **School Food Authority Policy Statement** must match the total number of sites reported on Schedule A.
2. If the number of sites for any of the programs does not match, this screen will appear.
3. Check the School Policy Statement and/or School Schedule A pages by clicking on the buttons at the bottom of the page, correct the information and re-submit the contract.

**Total schools count reported on policy statement for one or more programs does not match with total number of schools reported on Schedule A offering that program(s). Please check the table below to see mismatch summary of school count listed by program.**

Programs Offered	Total # of Schools reported on Policy Statement	Total # of Schools reported on Schedule A
National School Lunch Program	3	1
Severe Need School Breakfast Program	2	0
After School Snacks Program	2	0

**In order to successfully submit contract, total school count reported on policy statement and schedule A should match. Please correct the school count and submit the contract again.**



## Certification

1. Click “Continue” at the bottom of Schedule A to bring up the Certification page.

**Contract and Agreement Certification**

[Click Here to View the Permanent Agreement](#)

**CERTIFICATION**

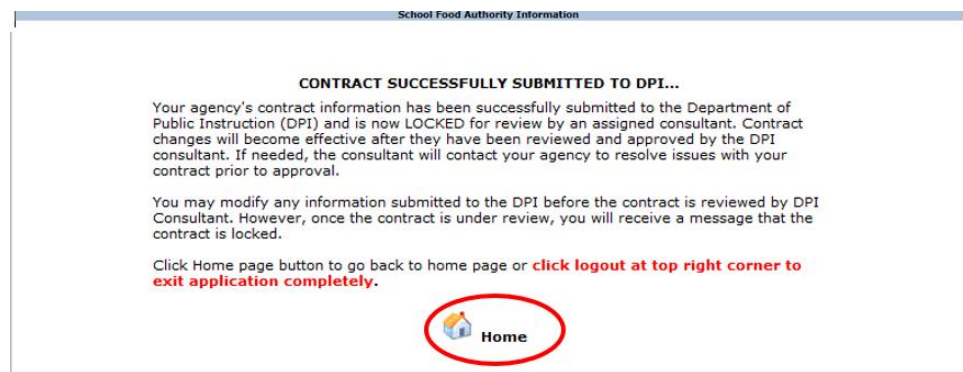
- I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.
- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
- I agree to abide by the terms and conditions of the Contract and Permanent Agreement


☐ **I agree to Certification**



- a. A link to the Permanent Agreement appears on this page – please be sure to click on this link, review the entire document, and print a copy for your records.
  - b. The terms and conditions of the Permanent Agreement, as updated for 2021-22, must be accepted. Click the “**I Agree**” button on the new certification page to accept the agreement.
2. Click the “**Submit**” button to submit the contract to DPI for review and approval.
  3. Once “**Submit**” is selected, a confirmation page will appear. After accepting the terms and conditions of the Permanent Agreement and your contract data has been received at the DPI, the following message appears, “Contract successfully submitted to DPI ...”

### Contract Application Submitted



**Remember to print the contract.** To do this, each entry screen will need to be printed, as the information is entered or by logging in again and printing each completed screen. Remember to print the School Specific Schedule A, and any School Specific Policy Statements. You may also print these as a PDF and save it on your computer.

4. Click “**Home**” to return to the Menu for further modifications.



5. Click on the blue “**Logout**” button at the top right to exit the FNS system.
6. At any point (until DPI begins approving the contract), the contract is accessible for making changes by logging in. Once the contract is approved, changes can also be made at any point. Should changes be made throughout the school year, be sure to follow through the whole contract until the end and submit it to DPI; otherwise, changes will not be saved.

## Troubleshooting and DPI Contacts

1. **If the password is forgotten:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov).
2. **To change the password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: at 608-267-9134 or [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov). Changing this password will change the password for all related child nutrition applications, including claims for reimbursement, ordering commodities, contract access, etc. If the agency's password is changed, be sure to notify other staff in the agency that need to use those functions of the new password.
3. **To return to a prior page/screen,** click on one of the links at the bottom of the screen. The name of the link will indicate the screen. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages.  
**If the "Back" icon** at the top of the screen is clicked, the data will **not be saved** from the current screen.
4. **To print the contract, each screen** will need to be printed, either as each screen is completed or by logging in again and going through and printing each screen. Remember to print the School Specific Schedule A and any School Specific Policy Statements. As a reminder, with each log-in, it will be necessary to click "continue" or "submit" at each page, through the whole contract, even when changes are not made. **Every log-in must be followed by submitting the contract.**
5. **Exiting the program:** To exit the contract system, click the "Logout" button. This button is part of the blue bar at the top of the screen, on the far right.
6. **Prior to contacting DPI** with questions related to data entry of the contract, please be prepared to answer the following questions:
  - a. What is the agency code?
  - b. What information is being entered? (Example: "My PLE Tool")
  - c. What screen is being viewed? (Example: the log in page, or the Paid Lunch Equity Upload page)
  - d. What page/s in this manual is referenced? **Page numbers are listed at the bottom-right of each manual page.**
  - e. Be sure to have the manual available, so that the answer to the question can be noted in the manual for future reference.
7. **Once submitted and approved,** the online contract can be accessed and updated at any time, unless it is currently open and being reviewed by a NPC. Once submitted, contract changes must be approved by a NPC.

Remember to click the "Continue" or "Save" button at the bottom of each screen, and to submit the contract at the end of the process to ensure that the updates will be sent to the School Nutrition Team for approval.

**Wisconsin Department of Public Instruction - School Nutrition Team**

Email: [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) / Ph: 608-267-9228

## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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